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secretary@health.gov.lk

Post of National Consultant - Communication (SSA)_NO-B

From : RAGEL, Kumudini Henrietta <ragelk@who.int>

Tue, Nov 29, 2022 01:36 PM

Subject : Post of National Consultant - Communication (SSA)_NO-B

8 attachments

To : secretary@health.gov.lk, DGHS, Sri Lanka <dghs@health.gov.lk>, dihunit@health.gov.lk, secretaryccpsl@gmail.com, office@slma.lk, External Partner - Somatunga, Lakshmi <lsomatunga@hotmail.com>, cprot@mfa.gov.lk, nationaldaymfa@gmail.com, dgun@mfa.gov.lk



Dear Sir/Madam,

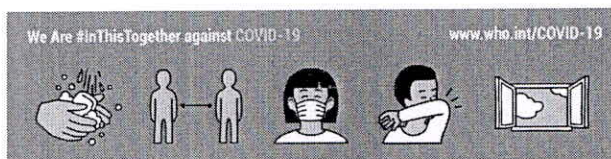
WHO Country Office, Sri Lanka has an opening for a National Consultant (Communications) under a Special Services Agreement (SSA)_Non-Staff Contract.

Appreciate circulating this VN along with the Personal History Form within your networks.

Thank you.


Kumudini

Kumudini Ragel
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Staying safe protects you, protects others

 **VN No. WCO-SRL-2002-09.pdf**
1 MB

 **PERSONNAL_HISTORY_FORM - 15.07.2019.doc**
154 KB



VACANCY NOTICE

The Mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No: WCO-SRL-2022/09

Date: 28 November 2022

Title: National Consultant – Communication

Deadline for application: 15 December 2022

Contract type: Special Services Agreement

Grade: NO-B

Duration of contract: 12 months

Organization unit: Country Office for Sri Lanka

Introduction:

The World Health Organization in Sri Lanka is the steadfast intergovernmental organization in the UN system representing as the coordinating authority for health issues in the country.

Our goal

"To support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

WHO Core Functions are:

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalyzing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

Objectives of the Consultancy:

The World Health Organization Sri Lanka is looking for a consultant to provide communications support to all teams in the WHO Country Office, Sri Lanka (WCO-SRL). The position will work closely with all relevant internal and external staff, including WHO staff across levels, other UN organization staff, Ministry of Health and Indigenous Medical Services (MoHIMS) staff, and other private and non-profit organization staff, as needed. The objective of the communications unit is to inform the public of WCO-SRL's work and to convey complex health-related information in an easily understandable format using accessible language.

Background:

WHO, as the directing and coordinating authority on international health within the United Nations, strides towards a world where all people attain the highest level of health and its mission is to promote health, keep the world safe and serve the vulnerable. WHO's work in Sri Lanka is based on the country's need for support in implementing its national health policies, strategies and plans to address key health issues and fulfil its commitment to the WHO constitution and other international health laws and treaties. WHO is committed to saving lives and protecting health in times of crisis caused by outbreaks and pandemics.

Within the day-to-day supervision of the Public Health Administrator and under the general guidance of the WHO Representative for Sri Lanka, and in close consultation with the WCO country team, the national consultant – Communications will work to create content for web and print mediums, coordinate with the Health Promotion Bureau and other related units to develop communication campaigns, and support the strengthening WCO-SRL's capacity in communications and advocacy. The consultant is expected to work closely with relevant MoHIMS officials, WHO staff and UN staff; and will play a pivotal role in ensuring the implementation of the communication strategy and activities as planned; taking into account the changing environment and the need for cross sector collaboration.

Job Description:

The incumbent will have the following responsibilities:

Communication and Advocacy Plan

- Finalize and lead the implementation of the comprehensive Communication and advocacy plan for WCO, fully integrating a digital strategy. This includes defining target audience with differentiated strategies.

Content Creation (web and print)

- Proactively create editorial content (stories, photos, infographics, film, etc.) in cooperation with WCO technical officers; adapt for media pitching, web and social media, posting to respective channels; and support print production (design, editing, publishing)
- Facilitate responding to media inquiries, arrange interviews, and in collaboration with WCO staff develop speeches, talking points and messages
- Highlight WHO's visibility, achievements, and success stories in communication products
- Create/design templates for 'standard' communication products

Social media coordination

- Coordinate the over-all implementation of the communication plan, including social media engagement strategy to ensure coherence of content across platforms

Website update and content management

- Manage WCO website on a weekly basis and work to continuously improve structure of the website; ensure key deadlines are met for the dissemination of time-sensitive content.

Health Promotion and Advocacy

- Coordinate with the Health Promotion Bureau and other related units to develop communication campaigns
- Support in strengthening WCO capacity in communications and advocacy, as necessary.

Perform any other related tasks as required.

Deliverables

1. WCO comprehensive Communication and advocacy plan finalised
2. WCO success stories in communication products documented
3. Templates for 'standard' communication products designed
4. Social media engagement strategy finalised
5. Web-stories and human impact stories developed
6. WCO staff capacity in communication and advocacy strengthened.

Recruitment Profile:

Education:

Essential

- Bachelor's degree in journalism, marketing, social sciences, political sciences, communication or a related field

Desirable

- Post-Graduate Degree Journalism, Public Health, Social Sciences, Political Sciences, Mass Communication or related field

Experience:

Essential

- A minimum of two years of relevant experience in in the field of communication, social marketing and/or health promotion and demonstrated success in a communication role
- UN experience in communication

Desirable

- Exposure to international development and familiarity with the UN system is an advantage

Language Skills:

- Excellent written and spoken English and representational capacities
- Fluency in either of the national languages Sinhala or Tamil

Competencies:

- Producing results
- Teamwork
- Respecting and promoting individual and cultural differences
- Communicating in a credible and effective way
- Ensuring effective use of resources

Annual Salary & others Benefits:

Annual Salary

- Annual salary will be based on Professional Staff Local Salary pay band

Others Benefits

- Health Insurance; Accident and illness insurance through Cigna Insurance
- Annual Leave – 30 days per year
- Sick Leave – 7 days per year
- WHO Holidays

Special Requirement

- Availability to start work in two weeks from selection

NOTE:

- 1) Qualified Candidates will be evaluated and interviewed.
- 2) Applicants should send a brief Resume of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed Personal History Form (PHF) and scanned copies of educational certificates.
- 2) Please send your applications only via email to: ragelk@who.int
- 3) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 4) This vacancy is open to all Sri Lankan Nationals (all genders). *Qualified female candidates are encouraged to apply*

"WHO is committed to workforce diversity". "Any attempt to unduly influence WHO's selection process will lead to automatic disqualification of the applicant."



WHO has a smoke-free environment and does not recruit smokers or other tobacco users

Alaka Singh

Dr Alaka Singh
WHO Representative to Sri Lanka



23 November 2022



| | | |
|-------------------------------|--|--|
| Attach recent photograph here | <p align="center">IMPORTANT</p> <p>Please answer each question completely. Type or print in dark ink. All relevant information should be included on this form, but if necessary additional pages of similar size may be attached. You may be requested to supply documentary evidence supporting the statements below. Do not attach any such documents now.</p> <p>If your qualifications meet the Organization's needs, this form will be retained in our active files for two years. Please keep us advised of any changes in address during this period.</p> | Do not write in this space Date received: |
|-------------------------------|--|--|

| | | | | | |
|--|--|-------|-----------------------------------|--------------------|----------------------------|
| 1 Family name (surname) | First/other names | Title | Sex | Maiden name if any | |
| Present nationality | Date of birth: | Day | Month | Year | Place and country of birth |
| Has your nationality ever been changed or is it in the process of being changed? | <input type="checkbox"/> No <input type="checkbox"/> Yes (explain) | | | | |
| Address to which correspondence should be sent | | | Telephone/Mobile Fax e:Mail | | |

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| 2 For what type(s) of work do you wish to be considered? | If you apply for a vacancy announcement state no. or reference |
|--|--|

| | | |
|---|--|---|
| Check period(s) of employment you would accept | <input type="checkbox"/> Fixed-term (one year or more) | <input type="checkbox"/> Temporary (less than one year) |
| Employment by an international Organization may require assignment and travel to any area. If you have any disabilities or reservations which may restrict your activities in this respect, give details. Employment is subject to medical examination. | | |

| 3 EDUCATION Give full details in chronological order. Give the exact name of the institution and title of degrees/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and postgraduate studies in your professional or related field and all training and qualifications in teaching/learning methodology. | | | | |
|---|---------------|---------------------------|--------------------------------|--------------------------------------|
| From Month/year | To Month/year | Institution (name, place) | Certificates, degrees obtained | Main field(s) or subject(s) of study |
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| 4 LANGUAGE AND COMPUTER SKILLS | | | | | |
|---|--|--|-----------------|-------|------------|
| Mother tongue: | | For languages <i>other than mother tongue</i> , enter appropriate number from code below to indicate level of your language knowledge. | | | |
| CODE | Languages | Read | Write | Speak | Understand |
| 1 Limited conversation, reading of newspapers, routine correspondence. | | | | | |
| 2 Engage freely in discussions, read and write more difficult material. | | | | | |
| 3 Speak, read and write (nearly) as in mother tongue. | | | | | |
| List computer skills | For clerical positions only: Indicate speed in word per minute | | | | |
| | English | French | Other languages | | |
| | Typing | | | | |
| | Shorthand | | | | |

5 EMPLOYMENT RECORD

Starting with your present or most recent post, list in reverse order positions held.
Attach additional pages if necessary.

PRESENT OR MOST RECENT EMPLOYMENT

| | | | | |
|---|----|----------------------------------|--|--|
| 5.1 Period (Month/Year) | | Total annual professional income | | Exact title of your post/duty station |
| From | To | Starting | Most recent | |
| Give details of substantial allowances or fringe benefits (if any) | | | | Number and type of employees supervised by you, if any |
| Name and address of employer | | | | Name and title of supervisor |
| Reason for wishing to change employment | | | | |
| Description of your duties and responsibilities | | | | |
| Have you any objections to our making inquiries of your present employer? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you now in Government employ? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you are offered an appointment, how soon thereafter can you report for duty? | | | | |

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|--|----|----------------------------------|-------|---|
| 5.2 Period (Month/Year) | | Total annual professional income | | Exact title of your post/duty station Secretary/Colombo, Sri Lanka |
| From | To | Starting | Final | |
| Give details of substantial allowances or fringe benefits (if any) | | | | Number and type of employees supervised by you, if any |
| Name and address of employer | | | | Name and title of supervisor |
| Reason for leaving | | | | |
| Description of your duties and responsibilities | | | | |

| | | | |
|---|----|---------------------------------------|--|
| 5.3 Period | | Exact title of your post/duty station | Number and type of employees supervised by you, if any |
| From | To | | |
| Name and address of employer | | Name and title of supervisor | |
| Reason for leaving | | | |
| Description of your duties and responsibilities | | | |

| | | | |
|---|----|--|--|
| 5.4 Period | | Exact title of your post/duty station. | Number and type of employees supervised by you, if any |
| From | To | | |
| Name and address of employer | | Name and title of supervisor | |
| Reason for leaving | | | |
| Description of your duties and responsibilities | | | |

| | | | |
|---|----|---------------------------------------|--|
| 5.5 Period | | Exact title of your post/duty station | Number and type of employees supervised by you, if any |
| From | To | | |
| Name and address of employer | | Name and title of supervisor | |
| Reason for leaving | | | |
| Description of your duties and responsibilities | | | |

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|--|------------|------------------------------------|------------------------------------|-----------------------------------|
| 6 Length of stay at present place of residence | in country | Marital status | | |
| | in city | <input type="checkbox"/> Single | <input type="checkbox"/> Married | <input type="checkbox"/> Divorced |
| | | <input type="checkbox"/> Widow(er) | <input type="checkbox"/> Separated | |

7 Give names of spouse and any dependants

| Name | Date of birth | Relationship | Name | Date of birth | Relationship |
|------|---------------|--------------|------|---------------|--------------|
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Give details of any near relatives who are employed by WHO or other international organizations.

| Name | Relationship | International Organization |
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8 If you have ever been found guilty of the violation of any law (except minor traffic violations) give full particulars

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9 REFERENCES List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under "Employment record".

| Name | Full address (telephone, fax, e:Mail if known) | Occupation, business, title |
|------|--|-----------------------------|
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10 State any additional skills and relevant facts which might help to evaluate your application

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If you are now holding or if you have held a fellowship, state place, date and duration of fellowship, and by whom awarded.

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Can a copy of your personal history form be transmitted to:

other UN Org. national govt. (including yours) other

- ATTACH LIST OF YOUR SIGNIFICANT PUBLICATIONS OR PAPERS IN YOUR PROFESSIONAL FIELD AND NAMES OF JOURNAL, ETC. IN WHICH THEY APPEARED (DO NOT ATTACH THE PUBLICATIONS THEMSELVES).
- ATTACH LIST OF PROFESSIONAL SOCIETIES OF WHICH YOU ARE A MEMBER AND ACTIVITIES IN CIVIL, PUBLIC OR INTERNATIONAL AFFAIRS

11 I certify that the statements made by me on this form are true, complete and correct. I understand that any false statement or required information withheld may provide grounds for the withdrawal of any offer of appointment or the cancellation of any contract of employment with the Organization.

Date and place _____ Signature _____

| | |
|---|------------------|
| Home address (if different from address as given on page 1) | Telephone/Mobile |
| | Fax |
| | e:Mail |